

A D-A144 750

INDEX CONSTRUCTION A BIBLIOGRAPHY(U) ARMY FIELD
ARTILLERY SCHOOL FORT SILL OK L L MILLER 01 SEP 84
USAFAS/MSILD/SB-107

1/1

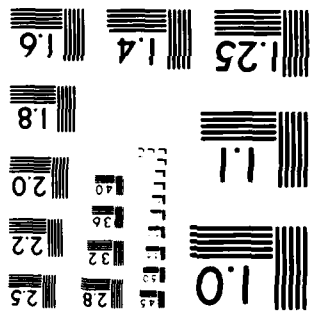
UNCLASSIFIED

F/G 5/2

NL

								END DATE: FILMED 10 84 DTIC
--	--	--	--	--	--	--	--	---

NATIONAL BUREAU OF STANDARDS 1963-A
MICROCOPY RESOLUTION TEST CHART



AD-A144 750

US ARMY FIELD ARTILLERY SCHOOL

LIBRARY

FORT SILL, OKLAHOMA

-THE CENTURY SERIES-

SPECIAL BIBLIOGRAPHY NUMBER 107

INDEX

CONSTRUCTION

A

BIBLIOGRAPHY

BY

LESTER L. MILLER, JR.

1 SEPTEMBER 1984

ACN: 9830

(12)

AUG 27 1984
A

DMC FILE COPY

MORRIS SWETT TECH LIB DIV
USAFAS/MSTLD/SB 107
1 SEP 84

For information only; no
action is required

W9830

84 08 21 001

Unclassified

SECURITY CLASSIFICATION OF THIS PAGE (When Data Entered)

REPORT DOCUMENTATION PAGE		READ INSTRUCTIONS BEFORE COMPLETING FORM
1. REPORT NUMBER USAFAS/MSTLD/SB107	2. GOVT ACCESSION NO.	3. RECIPIENT'S CATALOG NUMBER
4. TITLE (and Subtitle) Index Construction, A Bibliography		5. TYPE OF REPORT & PERIOD COVERED Final
		6. PERFORMING ORG. REPORT NUMBER
7. AUTHOR(s) Mr. Lester L. Miller, Jr.		8. CONTRACT OR GRANT NUMBER(s)
9. PERFORMING ORGANIZATION NAME AND ADDRESS U.S. Army Field Artillery School Morris Swett Technical Library Division Fort Sill, OK 73503-0312		10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS
11. CONTROLLING OFFICE NAME AND ADDRESS		12. REPORT DATE 1 Sep 84
		13. NUMBER OF PAGES 5
14. MONITORING AGENCY NAME & ADDRESS (if different from Controlling Office)		15. SECURITY CLASS. (of this report) Unclassified
		15a. DECLASSIFICATION/DOWNGRADING SCHEDULE
16. DISTRIBUTION STATEMENT (of this Report) This report is approved for public release; distribution unlimited		
17. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report)		
18. SUPPLEMENTARY NOTES		
19. KEY WORDS (Continue on reverse side if necessary and identify by block number) Bibliography, books, documents, index terms, indexes, library science, periodicals, periodicals, American Society of Indexers (ASI)		
20. ABSTRACT (Continue on reverse side if necessary and identify by block number) This bibliography presents citations to books and documents which deal with index construction, and the development of thesauri. Several representative word lists are cited. A citation on the American Society of Indexers (ASI) is also shown. Materials, for the number, have been selected from the unclassified holdings of the Morris Swett Technical Library, USAFAS.		

DD FORM 1473
1 JAN 73

EDITION OF 1 NOV 65 IS OBSOLETE

Unclassified

84 08

SECURITY CLASSIFICATION OF THIS PAGE (When Data Entered)

INSTRUCTIONS FOR PREPARATION OF REPORT DOCUMENTATION PAGE

RESPONSIBILITY. The controlling DoD office will be responsible for completion of the Report Documentation Page, DD Form 1473, in all technical reports prepared by or for DoD organizations.

CLASSIFICATION. Since this Report Documentation Page, DD Form 1473, is used in preparing announcements, bibliographies, and data banks, it should be unclassified if possible. If a classification is required, identify the classified items on the page by the appropriate symbol.

COMPLETION GUIDE

General. Make Blocks 1, 4, 5, 6, 7, 11, 13, 15, and 16 agree with the corresponding information on the report cover. Leave Blocks 2 and 3 blank.

Block 1. Report Number. Enter the unique alphanumeric report number shown on the cover.

Block 2. Government Accession No. Leave Blank. This space is for use by the Defense Documentation Center.

Block 3. Recipient's Catalog Number. Leave blank. This space is for the use of the report recipient to assist in future retrieval of the document.

Block 4. Title and Subtitle. Enter the title in all capital letters exactly as it appears on the publication. Titles should be unclassified whenever possible. Write out the English equivalent for Greek letters and mathematical symbols in the title (see "Abstracting Scientific and Technical Reports of Defense-sponsored RDT&E," AD-667 000). If the report has a subtitle, this subtitle should follow the main title, be separated by a comma or semicolon if appropriate, and be initially capitalized. If a publication has a title in a foreign language, translate the title into English and follow the English translation with the title in the original language. Make every effort to simplify the title before publication.

Block 5. Type of Report and Period Covered. Indicate here whether report is interim, final, etc., and, if applicable, inclusive dates of period covered, such as the life of a contract covered in a final contractor report.

Block 6. Performing Organization Report Number. Only numbers other than the official report number shown in Block 1, such as series numbers for in-house reports or a contractor/grantee number assigned by him, will be placed in this space. If no such numbers are used, leave this space blank.

Block 7. Author(s). Include corresponding information from the report cover. Give the name(s) of the author(s) in conventional order (for example, John R. Doe or, if author prefers, J. Robert Doe). In addition, list the affiliation of an author if it differs from that of the performing organization.

Block 8. Contract or Grant Number(s). For a contractor or grantee report, enter the complete contract or grant number(s) under which the work reported was accomplished. Leave blank in in-house reports.

Block 9. Performing Organization Name and Address. For in-house reports enter the name and address, including office symbol, of the performing activity. For contractor or grantee reports enter the name and address of the contractor or grantee who prepared the report and identify the appropriate corporate division, school, laboratory, etc., of the author. List city, state, and ZIP Code.

Block 10. Program Element, Project, Task Area, and Work Unit Numbers. Enter here the number code from the applicable Department of Defense form, such as the DD Form 1498, "Research and Technology Work Unit Summary" or the DD Form 1634, "Research and Development Planning Summary," which identifies the program element, project, task area, and work unit or equivalent under which the work was authorized.

Block 11. Controlling Office Name and Address. Enter the full, official name and address, including office symbol, of the controlling office. (Equates to funding/sponsoring agency. For definition see DoD Directive 5200.20, "Distribution Statements on Technical Documents.")

Block 12. Report Date. Enter here the day, month, and year or month and year as shown on the cover.

Block 13. Number of Pages. Enter the total number of pages.

Block 14. Monitoring Agency Name and Address (if different from Controlling Office). For use when the controlling or funding office does not directly administer a project, contract, or grant, but delegates the administrative responsibility to another organization.

Blocks 15 & 15a. Security Classification of the Report; Declassification/Downgrading Schedule of the Report. Enter in 15 the highest classification of the report. If appropriate, enter in 15a the declassification/downgrading schedule of the report, using the abbreviations for declassification/downgrading schedules listed in paragraph 4-207 of DoD 5200.1-R.

Block 16. Distribution Statement of the Report. Insert here the applicable distribution statement of the report from DoD Directive 5200.20, "Distribution Statements on Technical Documents."

Block 17. Distribution Statement (of the abstract entered in Block 20, if different from the distribution statement of the report). Insert here the applicable distribution statement of the abstract from DoD Directive 5200.20, "Distribution Statements on Technical Documents."

Block 18. Supplementary Notes. Enter information not included elsewhere but useful, such as: Prepared in cooperation with . . . Translation of (or by) . . . Presented at conference of . . . To be published in . . .

Block 19. Key Words. Select terms or short phrases that identify the principal subjects covered in the report, and are sufficiently specific and precise to be used as index entries for cataloging, conforming to standard terminology. The DoD "Thesaurus of Engineering and Scientific Terms" (TEST), AD-672 000, can be helpful.

Block 20: Abstract. The abstract should be a brief (not to exceed 200 words) factual summary of the most significant information contained in the report. If possible, the abstract of a classified report should be unclassified and the abstract to an unclassified report should consist of publicly-releasable information. If the report contains a significant bibliography or literature survey, mention it here. For information on preparing abstracts see "Abstracting Scientific and Technical Reports of Defense-Sponsored RDT&E," AD-667 000.

FOREWORD

Precise techniques for indexing scholarly works have been under development since at least the Second Millennium B.C. and signature seals were affixed to the leading edges of clay tablets at King Ashurbanipal's Mesopotamian library. The seals were used to suggest content. By the late middle ages, notes were added to manuscript margins along with chapter summaries. Alphabetical author/name indexes soon followed. Few works remain to indicate the background for these important developments. By way of comparison, relatively more word lists, thesauri, have survived which relate terminology - subject headings - for various disciplines, especially for the military which features a long recorded history on strategy and tactics in warfare.

If appropriately resourced (i.e., in human operator terms) ADPS can support any retrospective or current indexing requirement. When performing such ad hoc Herculean efforts it is well to recall indexing principles and thesauri concepts, in keeping with future research requirements: the development for which needs to be as precise as the read-only memory instructions for operating a computer system.

This number serves as a follow-on to an earlier entry in the Special Bibliography Series, SB 56, "Key to Periodical Indexes and the Titles They Index at the Morris Swett Library," dated 15 Jan 79. Arrangement of this number is in three parts. Part One deals with materials on index construction, Part Two with thesauri construction. The final portion presents a citation to the registry of the American Society of Indexers. Selections for this entry are from unclassified materials of the library. Inclusion of an item, or omission, does not imply USAFAS indorsement or sanction of the compiler's point-of-view.

LESTER L. MILLER, Jr.
Supervisor/Reference Librarian

William Shakespeare on indexing -
"An index is the baby figure of the giant mass."

TABLE OF CONTENTS

	<u>Page/s</u>
Part I - Index Construction	1 - 2
Part II - Thesauri Construction	2 - 3
Part III - Index Registry	3



A-1

PART I-INDEX CONSTRUCTION

LCC#

- Z695.9 Anderson, M.D. Book Indexing, Cambridge, ENG: Cambridge Univ. PR.,
A5 R 1979.
- Z696 Bakewell, K.G.B. Classification and Indexing Practice, London, ENG:
A4B34 C. Bingley, C 1978.
- Z696 _____, ed. Classification For Information Retrieval, C553
 HAMDEN, CT: ARCHON Books, C 1968.
- Z695.9 Borko, Harold. Indexing Concepts and Methods, N.Y., N.Y: Academic Press,
B653 C1978.
- Z696 Brown, Alan George. An Introduction to Subject Indexing: A Programmed B87
 Text; Volume I: Subject Analysis and Practical Classification; Volume
 II: UDS and Chain Procedure Subject in Subject Cataloguing, London, ENG:
 C. Bingle, C1976.
- QC100 Calabrese, Judith T. A Computer Data Base System For Indexing Research
U58 Papers, Wash., D.C: National Bureau of Standards, 1982.
#1123 National Bureau of Standards, 1982.
- Z695.9 Charen, Thelma. MEDLARS Indexing Manual, (Part I): Bibliographic Principles
C3 and Descriptive Indexing, Bethesda, MD: National Library of Medicine,
 July, 1976.
- Z695.9 Chicago University. Indexes, Reprinted From A Manual of Style,
C6 Chicago, IL: Univ. of Chicago Pr., C 1969.
- Z697 Garfield, Eugene. Citation Indexing, Its Theory and Application in Science,
S5G37 Technology, and Humanities, N.Y., N.Y: John Wiley & Sons, C 1969.
- Z695.9 Harrod, Leonard Montague, ed. Indexers on Indexing: A Selection of Articles
I52 Published in the Indexing, N.Y., N.Y: R. R Bowker, C 1978.
- Z699.3 Hoover, Ryan E., ed. Online Search Strategies, White Plains, N.Y: Knowledge
0538 Industry Publ., C 1982.
REF
- Z695.9 "The Indexer, Journal of The Society of Indexers," London, ENG: The Society,
I4 1958 (To Present).
L.O.
- Z695.9 Knight, Gilfred Norman. Indexing, The art of: A Guide To The Indexing of
K58 Books and Periodicals, London, ENG: Allen & Unwin, C 1979.
- Z695.9 McDonnell, John A. Content Analysis of Soviet Naval Writings, Newport, R.I:
M3 U.S. Naval War College, Center for Advanced Research, July, 1977.

LCC #

- JF1351 Miller, Lester L., Jr. "The Indexing Problem in the Midst of Change,"
R41 Research Papers, Norman, OK: Univ of OK, Feb 29, 1976.
- Z695.9 Perica, Esther. Newspaper Indexing for Historical Societies, Colleges and
P44 High Schools, Monroe, N.Y: Library Research Associates, C 1975.
Associates, C 1975.
- Z695.9 Ramsden, Michael J. An Introduction To Index Language Construction;
R35 A Programmed Text, Hamden, CT: Linnet Books, C 1974.
- Z695.9 Soergel, Dagobert. Indexing Languages and Thesauri: Construction and
S63 Maintenance, Los Angeles, CA: Melville Publ. Co., C 1974.
- Z695.9 Spiker, Sina. Indexing your Book, A Practical Guide For Authors,
S62 Madison, WI: Univ. of Wisconsin Pr., C 1975.
- Z695.66 Tillin, Alma M., et al. Standards For Cataloging Nonprint Materials,
T54 4th ed., Wash., D.C: Assoc. For Educational Communications & Technology,
C 1976.
- HF5736 Weeks, Bertha M. How To File And Index, N.Y., N.Y: Ronald Press Co.,
W4 C 1946.

PART II - THESAURI CONSTRUCTION

- REF - Air University Library, USAF. Subject Heading List and Rules For The Air
DESK University Library, Index To Military Periodicals, edited by Jackie L. Hatton,
Revised edition, Maxwell AFB, AL: the library, 24 May 1982.
- Z1006 Buchanan, Brian. A Glossary of Indexing Terms, Hamden, CT: Linnet Books,
B86 C 1976.
- REF - DDC. DDC Retrieval and Indexing Terminology, Posting Terms and KWOC,
DESK Alexandria, VA: DDC, May, 1979.
- Z1035.1 Library of Congress. Main Reading Room, Reference Collection, Subject
U52 Catalog, compiled by Katherine Ann Gardner, Second Edition, Wash., D.C:
REF L. C., 1980.
- Z695 . Subject Headings Used in the Dictionary
U474 Catalogs of the Library of Congress, edited by Marguerite V. Quattlebaum,
1966 Seventh Edition, Wash., D.C: L.C., 1966.
REF
- Z695.1 Marshall, Joan K. On Equal Terms: A Thesaurus For Nonsexist Indexing and
M36 Cataloging, N.Y., N.Y: Neal-Schuman, C 1977.
REF

LCC #

- Z695 National Library Service Company. Subject Cross Reference Guide,
N3 Princeton, N.J: the Co., C 1976.
REF
- Z696 Subject Authorities, Volume One: A Guide To Subject Cataloging, N.Y.,
U458 N.Y: R. R. Bowker, C 1981.
REF
- Z695.1 Thesaurus OF ERIC Descriptors, Ninth Edition, Phoenix, AZ: Oryx, C 1982.
E3
1982
L.O.
- Z696 U.S. Army Field Artillery School. Library. The Subject Headings of the
S81 Morris Swett (Technical) Library, Index 5, Revised by Martha H. C. Relph,
L.O. Fort Sill, OK: the schl, R 1980.
- Z696 U.S. Defense Intelligence Agency. Defense Intelligence Thesaurus, Vol. 1:
D4U5 Hierarchical Display and Alphabetical Display (Index); Vol. 2: Permuted
Display, Wash., D.C: the agency, 1977.
- Z696 U.S. Department of Housing and Urban Development. Urban Vocabulary,
U44 Wash., D.C: the dept, 1975.
REF
- Z695 Westby, Barbara M., ed. Sears List of Subject Headings, Twelfth Edition,
S43 N.Y., N.Y: H. W. Wilson Co., C 1982.
REF

PART III - INDEX REGISTRY

- Z695.9 American Society of Indexers. Register of Indexers, 1982-83, N.Y., N.Y:
A4 the Society, C 1983.
REF